



# Peace Corps Vacancy Announcement

<b>Position Title:</b>	<b>Administrative Assistant (6 months, starting mid-February)</b>
<b>Location of Job:</b>	<b>Tirana</b>
<b>Vacancy End Date:</b>	<b>December 7, 2014</b>

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## **Position Summary:**

The Administrative Assistant operates the office telephone switchboard, receives and routes visitors in the office, and provides overall support for the finance and administrative office. The functions of the job include making travel and hotel arrangements, receiving quotes and reconciling vendor invoices, checking travel vouchers and financial documents brought for payment, sorting and distributing mail and other correspondence, and preparing and filing volunteer documentation. The Administrative Assistant contributes to trainee and Volunteer safety and security by participating in Post safety and security procedures. This is a high-volume position with several competing demands.

## **Major Duties and Responsibilities:**

Include, but are not limited to, the following:

- Operate the office telephone switchboard in Albanian and English, routes messages, and coordinates coverage of the switchboard and fax machine while away from the reception area.
- Complete all official travel paperwork including travel authorizations, ticketing, record keeping, and vouchering.
- Receive and welcome visitors to the office and guide them to appropriate locations.
- Coordinate all incoming mail distribution, including for trainees during pre-service training.
- Translate from English to Albanian and from Albanian to English as required, both orally and in writing.
- Research market and request quotes on goods and services such as airfares, conference venues, etc.
- Make Hotel reservations, ticket bookings, etc.
- Promote the safety and security of trainees and Volunteers in all communications with them.
- Ensure a professional appearance in all paperwork, materials, and phone work at all times.
- Ensure all required documentation is filed timely and appropriately.

## **Qualifications/Evaluation criteria**

- Experience providing pleasant service during high volume times.
- Good organization and time management skills.
- Strong service attitude and personal integrity.
- Skills in record-keeping and detail cost tracking.
- Experience in related work with relevant agencies or organizations

## **Requirements**

- University degree is a minimum requirement. Preference will be given to candidates with additional relevant qualifications and experience.
- Oral and written fluency in both Albanian and English.
- Excellent computer skills including word processing and spreadsheet programs .
- Ability to maintain clean background check/security badge.
- Valid passport and ability to travel outside Albania.

## **CONTRACT AMOUNT:**

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. Salaries are paid in Albanian Leke. The exact amount of the contract will depend on the qualifications of the employee. Short-term positions are not eligible for benefits.

## **TO APPLY FOR THIS POSITION:**

Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, any certificates or other documents that can demonstrate your skills and abilities; and the names and contact information of three professional references. Application packages should be submitted via email to the Director of Management and Operations: [information@al.peacecorps.gov](mailto:information@al.peacecorps.gov). Hard copy applications received on or before the closing date may be submitted at the following address Monday – Friday between 9:00 and 5:00: Rr Besnik Sykja, Godina 2, Hyrja 1, Tirana. NO PHONE CALLS.

**Incomplete applications will not be accepted. Only candidates selected for interviews will be contacted.**